[Project Name]

Approval Note

|  |  |  |
| --- | --- | --- |
| To | : |  |
| From | : |  |
| Reference Number | : |  |
| Date | : |  |
| Capex | : |  |
| Subject | : |  |

## **Introduction**

## **List of Bidders and Evaluation details**

## **Benefits and Justification**

## **Financial Summary**

The below table outlines the **Cost to be obtained for the 1st year of the project:**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/n** | **Description** | **Type** | **No. of Resources** | **Duration (Month)** | **Rate (USD/Month)** | **Total Contract Value (USD)** | **Total Contract Value (OMR)** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
|  | | | | | |  |  |
| 6 |  | | | | |  |  |
|  | | | | | |  |  |

##### **Notes –**

* VAT and WHT Taxes are excluded from the requested amount but should be paid to the vendor.

## Recommendation

## Stakeholders Approval Tracker

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| **Reviewed and Recommended By:** | |
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| **Approved By:** | |
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